



## FINANCE COMMITTEE

DECEMBER 15, 2008

---

### MINUTES

#### I. CALL TO ORDER

Chair Nancy Backus called the meeting to order at 6:30 p.m. in the Council Conference Room at Auburn City Hall, located at 25 West Main Street in Auburn. Chair Backus, Vice Chair Sue Singer and Member Bill Peloza were present. Present during the meeting were Mayor Peter B. Lewis, Human Resources/Risk and Property Management Director Brenda Heineman, Finance Director Shelley Coleman, Deputy Chief of Police Bob Lee, Assistant Police Chief Larry Miller, Information Services Director Lorrie Rempher, Assistant Planning Director Kevin Snyder, Economic Development Planner Al Hicks, City Attorney Daniel B. Heid, and City Clerk Danielle Daskam. Also present was Jeff Oliphant of Auburn Professional Plaza, LLC.

#### II. APPROVAL OF MINUTES

##### A. Minutes of the December 1, 2008 Finance Committee meeting.

Vice Chair Singer moved and Member Peloza seconded to approve the December 1, 2008 minutes.

MOTION CARRIED. 3-0.

#### III. CONSENT ITEMS

##### A. Vouchers

##### 1. Claims

F4.9.5

Claims check numbers 380799 through 380809 and 380927 through 381381 in the amount of \$2,981.502.94 and dated December 15, 2008.

##### 2. Payroll

F4.9.2

Payroll check numbers 525197 to 525326 in the amount of \$827,897.27 and electronic deposit transmissions in the amount of \$1,192,335.45 for a grand total of \$2,020,232.72 for the pay period covering November 27, 2008 to December 10, 2008.

Committee members reviewed the consent items.

Vice Chair Singer moved and Member Peloza seconded to approve the consent items.

MOTION CARRIED. 3-0.

#### **IV. ORDINANCES AND RESOLUTIONS**

##### **A. Ordinances**

##### **1. Ordinance No. 6220**

F3.21

An Ordinance of the City Council of the City of Auburn, Washington, amending Ordinance No. 6066, the 2007-2008 Biennial Budget Ordinance as amended by Ordinance Nos. 6086, 6092, 6103, 6119, 6124, 6127, 6128, 6132, 6133, 6144, 6145, 6164, 6168, 6179, 6180, 6201 and Ordinance No. 6209 authorizing amendment to the City of Auburn 2007-2008 Budget as set forth in Schedule "A"

Ordinance No. 6220 was discussed at the December 1, 2008 Finance Committee meeting.

Vice Chair Singer moved and Member Peloza seconded to approve Ordinance No. 6220.

MOTION CARRIED. 3-0.

##### **B. Resolutions**

##### **1. Resolution No. 4425**

A3.16.11, A3.16.3

A Resolution of the City Council of the City of Auburn, Washington, authorizing the Mayor and the City Clerk to execute an Agreement for Services between the City of Auburn and The Auburn Area Chamber of Commerce to

operate a Visitor Information Center, promote tourism awareness within the City, and to provide services associated with supporting the City's economic development efforts

Vice Chair Singer suggested that a visitor information sign needs to be placed on the exterior of the tourism office. Vice Chair Singer proposed amending the agreement to include provision for a visitor information sign.

Vice Chair Singer moved and Member Peloza seconded to approve Resolution No. 4425 with an amendment to the second bullet on page 8 of 10 of Exhibit A, Tasks and Services to insert the words "exterior signage" so as to read in part: ". . .sufficient space, exterior signage, display racks . . ."

MOTION CARRIED UNANIMOUSLY. 3-0.

**2. Resolution No. 4427**

A3.13.13, A3.16.3

A Resolution of the City Council of the City of Auburn, Washington, authorizing the Mayor and City Clerk to execute an agreement with Thompson Smitch Consulting Group, Inc. to assist the City to secure water rights from the Washington State Department of Ecology for the purposes of meeting the City's water needs

Committee members reviewed Resolution No. 4427.

Vice Chair Singer moved and Member Peloza seconded to approve Resolution No. 4427.

MOTION CARRIED UNANIMOUSLY. 3-0.

**3. Resolution No. 4428**

A3.16.3

A Resolution the City Council of the City of Auburn, Washington, authorizing the Mayor and City Clerk to execute a contract with Washington<sup>2</sup> Advocates, LLC, for consulting services

Committee members reviewed Resolution No. 4428. Mayor Lewis stated the consultant will conduct tasks related to projects involving the City and potential federal funding, and especially in light of the federal stimulus packages.

Vice Chair Singer moved and Member Pelosa seconded to approve Resolution No. 4428.

MOTION CARRIED UNANIMOUSLY. 3-0.

**4. Resolution No. 4430**

A3.17

A Resolution of the City Council of the City of Auburn, Washington, authorizing the Mayor and City Clerk to execute an Amendment to Lease Agreement between the City of Auburn and Auburn Professional Plaza, LLC

Committee members reviewed Resolution No. 4430. The resolution was discussed at the December 1, 2008 Finance Committee meeting. The lease amendment provides for additional space in the Annex for Emergency Management staff and Finance staff.

Vice Chair Singer moved and Member Pelosa seconded to approve Resolution No. 4430.

MOTION CARRIED UNANIMOUSLY. 3-0.

**5. Resolution No. 4431**

F4.6.1

A Resolution of the City Council of the City of Auburn, Washington, declaring certain items of property as surplus and authorizing their disposal

Committee members reviewed Resolution No. 4431. Committee members suggested including reasons for surplus on the agenda bill for each item.

Vice Chair Singer moved and Member Pelosa seconded to approve Resolution No. 4431.

MOTION CARRIED UNANIMOUSLY. 3-0.

**6. Resolution No. 4436**

A3.17

A Resolution of the City Council of the City of Auburn, Washington, authorizing the Mayor and City Clerk to execute a Parking Garage Lease Agreement between the City of Auburn and Auburn Professional Plaza, LLC

Committee members reviewed Resolution No. 4436. Human Resources/Risk and Property Management Director Heineman explained that the parking garage lease agreement between the City and Auburn Professional Plaza is for the lease of a minimum of 10 and up to a maximum of 50 parking stalls for an initial term of fifteen years for parking stalls under the ownership of the City in the garage being built by Auburn Regional Medical Center. The lease rate per stall is \$70 plus operating expenses per stall per month.

Vice Chair Singer moved and Member Peloza seconded to approve Resolution No. 4436

MOTION CARRIED UNANIMOUSLY. 3-0.

**V. DISCUSSION ITEMS**

**A. Public Defense Service Contract with Matthew J. Rusnak**

Committee members reviewed a public defense services contract with Matthew J. Rusnak for the term January 1, 2009 to June 30, 2009. Human Resources/Risk and Property Management Director Heineman recalled that the Council had previously approved a public defense services contract with the firm of Stirbis and Stirbis for 2009 and 2010. Following further review, the City terminated the contract with Stirbis and Stirbis. The proposed contract extends the existing contract with Matthew J. Rusnak for six months. A new selection process for public defense services will begin after the first of the year.

**B. Resolution No. 4426**

F2.4.9 LID 350

A Resolution of the City Council of the City of Auburn, Washington, fixing a time and place for hearing on the Final Assessment Roll for Local Improvement District No. 350, and directing that notice thereof be given in the manner required by law

Committee members reviewed Resolution No. 4426. The resolution sets the hearing date on the final assessment roll for LID 350.

**C. Ordinance No. 6214**

F4.3

An Ordinance of the City Council of the City of Auburn, Washington, amending Sections 19.02.115, 19.02.120, 19.02.130 and 19.02.140 of the Auburn City Code relating to school impact fees

Committee members reviewed Ordinance No. 6214. The ordinance was reviewed previously by the Planning and Community Development Committee.

**D. 3<sup>rd</sup> Quarter 2008 Summaries**

Committee members reviewed the third quarter 2008 summaries. The summaries highlight revenues and expenditures and are based on financial data posted prior to November 3, 2008.

**E. Ordinance No. 6216**

O1.8

An Ordinance of the City Council of the City of Auburn, Washington, amending Chapter 9.30 of the Auburn City Code relating to false alarms

(Ordinance No. 6216 was discussed immediately following Item V.A of these minutes.)

Vice Chair Singer questioned the annual alarm registration fees. Finance Director Coleman explained that the fees are based on the cost of administration/operation of the false alarm program. Assistant Police Chief Miller added that the administration of the false alarm ordinance will be outsourced.

Ordinance No. 6216 will be removed from this evening's Council agenda and returned to the Municipal Services Committee for further review.

**F. Resolution No. 4429**

A3.7.1

A Resolution of the City Council of the City of Auburn, Washington, repealing Resolution No. 4281 passed December 17, 2007, and designating the members, powers, duties and meeting times and days of all standing committees of the City Council of the City of Auburn

Resolution No. 4429 will be further reviewed by the Committee on Committees later this evening. Vice Chair Singer solicited Committee members for any comments or concerns regarding the resolution.

**VI. ADJOURNMENT**

There being no further business to come before the Committee, the meeting adjourned at 7:15 p.m.

APPROVED THE \_\_\_\_\_ DAY OF JANUARY 2009.

\_\_\_\_\_  
Nancy Backus, Chair

\_\_\_\_\_  
Danielle Daskam, City Clerk

I:\clerk\finance\fca\2008fcm12-15